



**CITY OF EL PASO, TEXAS
BUILDING & PLANNING SERVICES**

M E M O R A N D U M

TO: The Honorable Mayor & City Council

COPY TO: Jim Martinez, Chief Administrative Officer
Laura Uribarri, Executive Assistant to the Mayor
Adrian Ocegueda, Executive Assistant to the Mayor
Ed Drusina, Deputy CAO for Municipal Services
Irene Ramirez, Interim City Engineer
Lisa A. Elizondo, City Attorney
Raymond Telles, Assistant City Attorney

FROM: Patricia D. Adauto, Deputy CAO for Building & Planning Services

SUBJECT: City Council Agenda Item, Proposed Ordinance
(Architect-Engineer Selection Process)
Introduction: February 3, 2004
Public Hearing: February 17, 2004

DATE: January 29, 2004

The following item has been scheduled for City Council action as noted above:

AN ORDINANCE AMENDING TITLE 2 (ADMINISTRATION AND PERSONNEL), CHAPTER 2.88 (ARCHITECT-ENGINEER SELECTION COMMITTEE), OF THE EL PASO MUNICIPAL CODE, TO REVISE THE EXISTING PROCEDURES TO ENUMERATE A NEW SELECTION PROCEDURE.

Attached for your review and information are the following documents, representing consensus of the industry representatives attending the AESS Legislative Review Committee meetings:

- Exhibit A – Recommended Ordinance
- Exhibit B – Recommended Resolution for pre-qualification requirements and procedures
- Exhibit C – Recommended Statement of Non-Collusion, Non-Conflict of Interest, and Anti-Lobbying
- Exhibit D – Recommended Code of Conduct Statement
- Exhibit E – Summary of Revisions received from A&E community
- Exhibit F – Summary of Other City Information
- Exhibit G – Current A&E regulations of the Municipal Code

Mayor & City Council
Proposed Ordinance, Architect-Engineer Selection Process
January 29, 2004

Meetings of the AESS Legislative Review Committee were held on October 22, 2003 and January 15, 2004 to discuss this issue (meeting minutes attached as Exhibits H and I). This memorandum supplements the October 20, 2003 correspondence provided you regarding the subject ordinance. No substantive changes from the staff recommended ordinance provided at that time have been made, and staff concurs with the Recommended Ordinance (Exhibit A) as submitted by the AESS Legislative Review Committee.

Summarily, the primary issues that will be carried forward are:

- One-time prequalification of firms into disciplines
- Allowing administrative selection of firms for projects less than \$750,000
- Technical committees for both Evaluation & Selection of firms for projects more than \$750,000 (no Council representation)
- Appeals to City Council for issues pertaining to selection or procedure
- The City's open-end contracts to be used for time-sensitive projects only

Staff will be available to fully brief the Proposed Ordinance at the meeting. Should you have any questions, I may be contacted at 541-4853.

Distribution			
Mayor's Office (3 copies):	date: _____	time: _____	by: _____
Representative District 1:	date: _____	time: _____	by: _____
Representative District 2:	date: _____	time: _____	by: _____
Representative District 3:	date: _____	time: _____	by: _____
Representative District 4:	date: _____	time: _____	by: _____
Representative District 5:	date: _____	time: _____	by: _____
Representative District 6:	date: _____	time: _____	by: _____
Representative District 7:	date: _____	time: _____	by: _____
Representative District 8:	date: _____	time: _____	by: _____
City Attorney (2 copies):	date: _____	time: _____	by: _____
Engineering:	date: _____	time: _____	by: _____
Municipal Services:	date: _____	time: _____	by: _____